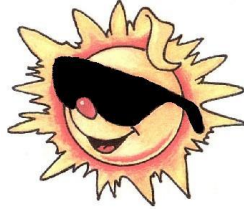


PERFECT POOLS



EMPLOYEE MANUAL

THIS MANUAL/CONTRACT IS RIGHT PROTECTED AND IS THE SOLE PROPERTY OF PERFECT POOLS.

THE OPERATION OF OUR POOLS REQUIRES AN EFFICIENT STAFF, DEDICATED TO SERVING THE PUBLIC.
THIS MEANS EVERYONE.

A SWIMMING POOL CAN ONLY BE AS GOOD AS IT'S STAFF!!

IN ORDER FOR ALL MEMBERS OF THE STAFF TO CARRY OUT THEIR JOBS EFFECTIVELY IT IS NECESSARY TO KNOW:

PERSONNEL: THE NAMES AND ASSIGNMENTS OF ALL PERSONS WORKING

POOL RULES: ALL PERSONNEL MUST KNOW THE FACILITY RULES AND ENFORCE THEM.

EMERGENCIES: LOCATION OF ALL FIRST AID EQUIPMENT, EMERGENCY PHONE NUMBERS AND RESPONSIBILITIES OF PERSONNEL IN CASE OF AN ACCIDENT, THE PROPER FORMS TO FILL OUT.

ADDITIONAL REGULATIONS WHICH MUST BE OBSERVED BY ALL STAFF MEMBERS ARE:

1. ALL EMPLOYEES ARE RESPONSIBLE TO THE HEAD LIFEGUARD. IN THE ABSENCE OF THE ABOVE PERSON, ONE PERSON WILL BE ASSIGNED BY THE HEAD GUARD TO BE IN CHARGE FOR THAT SHIFT.
2. ALL QUESTIONS AND PROBLEMS RELATING TO YOUR JOB WILL BE CHANNLED THROUGH POOL MANAGER HAD BRADBURY.
3. CARE OF THE POOL: IT IS EVERYONE'S RESPONSIBILITY TO SEE THAT THE POOL AREA IS KEPT CLEAN AND IN EXCELLENT ORDER. DON'T LEAVE THINGS FOR YOUR FELLOW WORKS TO DO. REPORT ANY HAZARDOUS CONDITION OR EQUIPMENT IN NEED OF REPAIR AS SOON AS POSSIBLE.

DUTIES:

1. UPON ARRIVAL, PREPARE POOL FOR OPENING.
2. CHECK PUMP ROOM FOR MECHANICAL PROBLEMS(ANY PROBLEMS NOTIFY MANAGER)
3. PUT OUT SAFETY EQUIPMENT
4. PUT OUT ALL UMBRELLAS
5. CHECK BATHROOMS FOR CLEANLINESS AND STOCK IF NECESSARY (AFTER OPENING BATHROOMS WILL BE CLEANED EVERY HOUR ON THE HOUR)
6. SIGN-IN BOOKS AVAILABLE
7. CHECK POOL CHEMICALS
8. EMPTY SKIMMER BASKETS
9. SKIM POOL
10. LIFEGUARDS IN THE STANDS (THERE WILL ALWAYS BE A MINIMUM OF 1 GUARD IN THE CHAIR, EVEN DURING ADULT SWIM.
11. FILL IN DAILY LOG SHEET

CLOSING:

ALL EMPLOYEES WILL FOLLOW THE FOLLOWING PROCEDURE WHEN CLOSING:

1. INFORM SWIMMERS OF POOL CLOSING 15 MINUTES BEFORE SPECIFIED CLOSING TIME.
2. DO NOT RUSH PATRONS, BUT DO NOT ALLOW UNNECESSARY LOITERING IN THE POOL AREA OR BATHROOMS.
3. LIFEGUARD REMAINS IN CHAIR UNTIL ALL SWIMMERS CLEAR THE POOL.
4. CHECK WATER CHEMISTRY AND ALL MECHANICAL EQUIPEMTN FOR NORMAL OPERATION.
5. PERFORM CLEANING DUTIES
6. STRAIGHTEN FURNITURE
7. PUT UMBRELLAS AWAY
8. PUT AWAY SAFTY EQUIPMENT
9. EMPTY ALL TRASH CANS
10. FILL OUT SUPPLY NEEDS FORM IF NECESSARY
11. COMPLETE DAILY LOG SHEET
12. SECURE PROPERTY

UPON LEAVING EMPLOYEES ARE NOT ALLOWED TO RETURN TO PROPERTY WITHOUT PERMISSION OF THE MANAGER.

PERSONAL APPEARANCE AND BEHAVIOR:

1. ALL EMPLOYEES WILL BE GIVEN A LIFEGUARD SHIRT WHICH MUST BE WORN WHILE ON DUTY (EXCEPT INSTRUCTORS IN THE WATER OR IN THE GUARD CHAIR). ALL CLOTHING MUST BE CLEAN, NEAT AND APPROPRIATE FOR THE ACTIVIITY IN WHICH THE EMPLOYEE IS INVOLVED.
2. BEING UNDER THE INFLUENCE OF ANY DRUGS OR ALCOHOL WHILE ON DUTY WILL RESULT IN IMMEDIATE DISMISSAL.
3. UNNECESSARY USE OF THE POOL PHONE FOR PERSONAL REASONS WILL NOT BE TOLERATED. EXCESSESSIVE USE OF THE PROPERTY PHONE WILL RESULT IN IMMEDIATE TERMINATION.
4. ALL BEHAVIOR BY STAFF WHILE ON DUTY SHALL CONFORM TO THE RULES OF THE POOL.
5. LIFEGUARDS WHILE ON DUTY WILL USE THE GUARD CHAIR AND AT NO TIME WILL SIT ON DECK CHAIRS. LIFEGUARDS WILL BE LOCATED AT DIFFERENT STATIONS OF THE POOL.
6. ANY ACTIONS CONSIDERED TO BE UNPROFESSIONAL WILL RESULT IN IMMEDIATE DISMISSAL. (ACTIVITIES TO INCLUDE: READING OF BOOKS OR MAGAZINES, PLAYING CARDS, EXCESSIVE PERSONAL PHONE USAGE, CELL PHONE USAGE WHILE ON DUTY, FALSIFICATION OF HOURS ON TIME CARDS, SUN TANNING, HAVING FRIENDS VISIT WHILE ON DUTY, AND ALLOWING NON-MEMBERS TO USE POOL WILL RESULT IN IMMEDIATE TERMINATION.
7. THE HEAD GUARD SHALL ESTABLISH THE WORKING SCHEDULE FOR EMPLOYEES UNDER THEIR SUPERVISION. THEY SHALL ESTABLISH THE WORKING SCHEDULE FOR EMPLYEES.
8. RAIN DAYS: IT WILL BE THE RESPONSIBILITY OF ALL HEAD GUARDS TO NOTIFY THEIR STAFF OF NON WORK DAYS DUE TO WEATHER. ANYONE SHOWING UP ON A NON-WORK DAY WILL NOT BE PAID. INQUIRE TO YOUR HEAD GUARD IF THERE IS DOUBT ABOUT WEATHER CONDITIONS PERMITTING WORK.
9. LIFEGUARDS ARE SUBJECT TO RANDOM DRUG TESTS. ANY STAFF MEMBER THAT REFUSES OR FAILS A DRUG TEST WILL BE TERMINATED. FINAL PAY CHECKS WILL BE AVAILABLE 24 HOURS FOLLOWING TERMINATION. ANY STAFF MEMBER THAT TESTS POSITVE WILL BE RESPONSIBLE FOR THE PAYMENT FOR DRUG TEST.
10. ALL STAFF MEMBER ARE REQUIRED TO ATTEND MANDATORY STAFF MEETINGS AND TRAINING SESSIONS. FAILURE TO ATTEND SCHEDULED STAFF MEETINGS WILL RESULT IN DISMISSAL.

ALL EMPLOYEES ARE ENTITLED TO ONE WARNING. THE SECOND VIOLATION WILL RESULT IN TERMINATION.

ABSENCE:

1. IF FOR ANY REASON ANY LIFEGUARD IS UNABLE TO FULFILL A SHIFT, IT IS THERE RESPONSIBILITY TO FIND A REPLACEMENT GUARD FROM THE IMMEDIATE POOL STAFF OR PERFECT POOLS STAFF LIST. ONLY GUARDS FROM THE STAFF LIST CAN BE USED AS A SUB. ALL SUBSTITUTES MUST BE CALLED INTO THE HEAD GUARD A MINIMUM OF 2 HOURS BEFORE THAT SHIFT. AT NO TIME IS IT THE RESPONSIBILITY OF THE MANAGER OR HEAD GUARD TO FIND A REPLACEMENT. ONCE YOU HAVE ACCEPTED A SHIFT, IT IS YOUR RESPONSIBILITY TO COVER IT.

2. LIFEGUARDS WILL LOSE THEIR POSITION IF THEIR PLANNED SUBSTITUTE DOES NOT COVER THEIR SHIFT.
3. AFTER AN EMPLOYEE HAS BEEN LATE THREE TIMES THEY WILL BE DISMISSED. THIS IS THE RESPONSIBILITY OF THE HEAD GUARD TO REPORT TARDIES TO THE MANAGER.
4. POOL PHONES WILL NOT BE USED TO LINE UP SUBSTITUTES OR FOR MAKING PERSONAL CALLS.

TERMS OF EMPLOYMENT

1. THE TERM OF EMPLOYMENT IS CONSIDERED TO BE FROM MEMORIAL DAY SATURDAY THROUGH THE MINIMUM OF AUGUST 20TH TO INCLUDE THE 4TH OF JULY. ANY EMPLOYEE THAT DOES NOT MEET THIS REQUIREMENT WILL NOT BE ELIGIBLE FOR RE-EMPLOYMENT.
2. 4TH OF JULY: ALL REGULAR GUARDS ARE EXPECTED TO WORK ON THE 4TH OF JULY. ANY GUARD SCHEDULED TO WORK THE 4TH OF JULY CAN ONLY FILL THEIR SHIFT WITH A REGULAR STAFF MEMBER. ANYONE NOT FULFILLING THEIR 4TH OF JULY RESPONSIBILITIES WILL NOT BE RE-EMPLOYED AND WILL BE CONSIDERED FOR PLACEMENT ON THE SUB LIST.
3. EMPLOYER WILL RECEIVE A TWO WEEK NOTICE OF DEPARTURE. ANYONE NOT GIVING A TWO WEEK NOTICE WILL BE PAID MINIMUM WAGE FOR THEIR FINAL PAYCHECK AND WILL NOT BE RE-EMPLOYED. ANYONE LEAVING TOWN BEFORE ISSUE OF FINAL PAY CHECKS WILL SUPPLY EMPLOYER WITH A STAMPED ADDRESSED ENVELOPE FOR MAILING OF FINAL CHECK.
4. ANY LIFEGUARD WISHING TO RETURN THE FOLLOWING SUMMER WILL NEED TO HAVE A POSITIVE EVALUATION AND NOTIFY PERFECT POOLS NO LATER THAN MARCH 1 OF THE FOLLOWING YEAR TO BE CONSIDERED FOR REEMPLOYMENT. ANYONE NOT RESPONDING BY THAT DATE WILL BE REPLACED.

POOL RULES

THE FOLLOWING RULES AND REGULATIONS APPLY TO ALL OF THE EMPLOYEES AND PATRONS OF THE POOL. ALL GUARDS MUST KNOW ALL POOL RULES AND ENFORCE THEM STRICTLY AND EQUALLY FOR ALL PATRONS. IF THIS IS DONE FROM THE FIRST DAY, IT WILL MAKE GUARDING EASIER AND THE POOL SAFER FOR EVERYONE.

1. LIFEGUARDS ON DUTY ARE IN CHARGE OF THE POOL AT ALL TIMES.
2. NO GLASS IN THE POOL AREA
3. CONDUCT THAT MAY ENDANGER THE WELFARE OR COMFORT OF OTHER PATRONS IS PROHIBITED
4. DIVING OFF BLOCKS OR THE SIDE OF THE POOL IS NOT PERMITTED.
5. PERSONS WITH OPEN WOUNDS, SORES, OR SKIN INFECTIONS WILL NOT BE ALLOWED TO SWIM.
6. NON-SWIMMERS ARE ALLOWED ONLY IN THE SHALLOW AREAS. PATRONS MUST BE ABLE TO SWIM THE LENGTH OF THE POOL IN ORDER TO USE DEEPER AREAS. ANY SWIMMER REQUIRING FLOATS WILL BE RESTRICTED TO THE SHALLOW AREA OF THE POOL.
7. NO FLOATS IN THE DEEP END.

DIVING RULES

1. MAXIMUM OF ONE BOUNCE.
2. ONLY ONE PERSON ON THE BOARD AT A TIME.
3. DIVE OR JUMP OFF THE FRONT OF THE BOARD – NOT THE SIDE – AND SWIM TO THE NEAREST LADDER.
4. DO NOT HANG ON THE BOARD

WADING POOL RULES

1. CHILDREN MUST BE 6 OR UNDER.
2. ALL CHILD THAT WEAR DIAPERS MUST HAVE SWIMMING DIAPERS.
3. ALL CHILDREN MUST BE SUPERVISED BY A PARENT OR RESPONSIBLE GUARDIAN.
4. CHILDREN CAN NOT SWIM UNLESS THE MEET THE AGE REQUIREMENT OR HAVE AN ADULT SUPERVISOR.

ASIDE FROM KNOWING AND UNIFORMLY ENFORCING THE RULES AND REGULATIONS, YOU MUST BE ABLE TO USE YOUR COMMON SENSE AND PROHIBIT ANY ACTIVITY WHICH APPEARS UNSAFE. IT IS

IMPOSSIBLE TO LIST EVERY PROHIBITED ACTIVITY ON THE RULE BOARD; THEREFORE, IF YOU ARE UNSURE ABOUT A PARTICULAR ACTIVITY, IT IS BETTER TO BE EXTRA SAFE UNTIL YOU HAVE A CHANCE TO ASK THE POOL MANAGER.

THE FOLLOWING ACTIVITIES COME WITHIN THIS AREA:

1. NO FLIPS, BACK JUMPS, OR BACK DIVES FROM THE SIDES OF THE POOL.
2. NO PERSONS RIDING ON ANOTHER'S SHOULDERS.
3. NO PLAYING ON OR CONGREGATING AROUND THE POOL LADDERS.
4. DIVERS MUST CHECK THE WATER UNDER AND AROUND THE BOARD BEFORE DIVING TO MAKE SURE IT IS CLEAR OF ALL SWIMMERS.
5. ANYONE USING THE DEEP END OF THE POOL MUST BE ABLE TO SWIM ONE LENGTH OF THE POOL USING CRAWL STROKE BEFORE BEING ALLOWED IN DEEP WATER – GUARD TO PERFORM TEST DURING ADULT SWIM BREAK OR WHILE OTHERWISE NOT ON DUTY.

WEATHER:

1. ELECTRICAL STORMS
 - A. THE POOL AND POOL AREA (INCLUDING GRASS AREAS MUST BE CLEARED IF THUNDER IS HEARD WITHING 15 SECONDS OF LIGHTENING BEING SIGHTED.
 - B. THE POOL AREA MAY BE REOPENED IF THE WEATHER CONDITIONS MENTIONED ABOVE HAVE NOT OCCURRED FOR AT LEAST FIFTEEN MINUTES.
 - C. LIFEGUARDS AND MAINTENANCE PERSONAL WILL MAKE SURE THAT ALL SWIMMERS AND STAFF ARE IN A SAFE LOCATION DURING INCLEMENT WEATHER.

WEATHER CLOSINGS

THE DECISION TO CLOSE THE POOL FOR INCLEMENT WEATHER CAN ONLY BE MADE BY THE POOL MANAGER. STAFF THAT IS SCHEDULED ON AN INCLEMENT WEATHER DAY IS ON CALL FOR THAT SHIFT.

MAKE SURE THAT THE HEAD LIFEGUARD HAS A NUMBER THAT YOU CAN BE REACHED AT IF THE WEATHER CLEARS. ANY STAFF THAT ISN'T AVAILABLE IF THE WEATHER CLEARS WILL BE REPLACED. POOLS WILL NOT OPEN IF THERE IS INCLEMENT WEATHER AND OR THE AIR TEMPERATURE IS BELOW 65 DEGREES.

PERFECT POOLS HEAD LIFEGUARD JOB DESCRIPTION

***THE HEAD GUARD IS RESPONSIBLE FOR THE ENTRIE OPERATION OF THE POOL.
RESPONSIBILITIES TO INCLUDE:***

- A. SUPERVISING STAFF UNDER YOUR SUPERVISION
- B. ALL WORK SCHEDULES, DO NOT CALL ME ABOUT SUBS THAT IS THEIR RESPONSIBILITY.
- C. ENFORCING ALL POOL RULES AND REGULATIONS, DEMANDING STRICT ADHERENCE TO RULES BY STAFF AS WELL AS POOL USERS.
- D. TRAINING STAFF IN THE PERFORMANCE OF THEIR DUTIES.
- E. CLEANLINESS OF THE POOL, BATHROOMS AND DECK AREA.
- F. ORDERING SUPPLIES AND CHEMICALS NEEDED AT THE POOL.
- G. ENSURING THAT COMPANY POLICY IS FOLLOWED BY ALL STAFF MEMBERS.
- H. KEEPING RECORDS ON CONDITIONS OF THE POOL, (POOL TEMPERATURE, CHLORINE AND PH READINGS AND CHEMICALS ADDED).
- I. POOL PARTY RESERVATIONS AND SCHEDULING OF STAFF TO WORK PARTIES.
- J. APPROVING ALL TIME CARDS.
- K. TRAINING STAFF IN CASE OF EMERGENCIES AND ACCIDENTS
- L. MAINTAINING GOOD PUBLIC RELATIONS WITH USERS, NEIGHBORHOOD AND COMMUNTIY
- M. REPORTING TARDIES OR EMPLOYEE VIOLATIONS TO THE POOL MANAGER. ANY VIOLATIONS NOT REPORTED WILL RESULT IN LOSS OF HEAD GUARD POSITION.
- N. CHECKING AND ORDERING FIRST AID SUPPLIES.
- O.

HEAD GUARD NAME _____

HEAD GUARD SIGNATURE _____

DATE _____

EMPLOYER SIGNATURE _____

PERFECT POOLS LIFEGUARD JOB DESCRIPTION

RESPONSIBILITIES

LIFEGUARDS ARE RESPONSIBLE FOR THE GENERAL SAFETY OF PERSONS USING THE SWIMMING POOL. A LIFEGUARDS' EFFECTIVENESS IS BASED NOT ON THE NUMBER OF RESCUES THAT ARE MADE BUT RATHER ON THE NUMBER OF ACCIDENTS THAT HE OR SHE CAN PREVENT. RESPONSIBILITIES INCLUDE:

- A. KNOWING ALL POOL RULES AND ENFORCING THEM.
- B. BEING AT YOUR ASSIGNED STATIONS AT ALL TIMES EXCEPT FOR A RESCUE OR ACCIDENT
- C. WEARING YOUR UNIFORM AND WHISTLE WHILE ON DUTY.
- D. CONSTANT SURVEILLANCE OF POOL DURING ASSIGNED GUARDING PERIODS.
- E. GENERAL CLEANLINESS OF THE POOL AREA AND LOCKER ROOMS.
- F. ASSISTING INJURED PERSONS.

GERNERAL INSTRUCTIONS:

BLOW YOUR WHISTLE ONLY FOR DISCIPLINARY MEASURES OR IN CASE OF AN EMERGENCY. WHEN AN INDIVIDUAL MUST BE REPRIMANDED FOR A RULE INFRACTION, CALL THE PERSON TO WHERE YOU ARE STATIONED. DO NOT SHOUT ACROSS THE POOL. EXPLAIN THE RULE. IF YOU HAVE TO SIT SOMEONE OUT OF THE POOL TO GET THEIR ATTENTION DO IT.

WHISTLE COMMUNICATION SYSTEM:

- A. ONE SHORT BLAST - TO GET THE ATTENTIN OF A SWIMMER.
- B. THREE SHORT BLASTS - TO GET THE ATTENTION OF THE OTHER GUARDS.
- C. ONE LONG BLAST – EMERGENCY SITUATION, YOU ARE LEAVING YOUR STATION.
- D. DO NOT ENGAGE IN ANY OTHER ACTIVITIES WHILE GUARDING EXCEPT FOR INQUIRIES ABOUT THE POOL OR RULES.
- E. DO NOT CARRY ON CONVERSATIONS WITH THE PUBLIC WHILE GUARDING EXCEPT FOR INQUIRIEIS ABOUT THE POOL RULES.
- F. BE ON TIME RETURNING FROM BREAKS.
- G. WHEN ROTATING STATIONS, DO NOT CARRY ON PERSONAL CONVERSATIONS WITH THE GUARD YOU ARE REPLACING. POINT OUT ANY PROBLEMS. REMEMBER, THE GUARDS FURTHER DOWN THE ROTATION ARE WAITING TO BE RELIEVED. DO NOT LEAVE YOUR STATION UNTIL THE GUARD RELIEVING YOU HAS ACTUALLY ARRIVED AT THE STATION.
- H. DO NOT EAT OR DRINK ON THE GUARD STAND.
- I. LIFEGUARDS NEVER SIT NEXT TO EACH OTHER; YOU POSITION YOURSELF IN AN ASSIGNED AREA.
- J. NO CELL PHONES USED AT THE POOL WHILE ON DUTY. TAKE CARE OF YOUR PERSONAL NEEDS WHILE OFF DUTY.
- K. NO SUNTANNING OR LYING IN LOUNGE CHAIRS. KEEP YOUR STRAPS UP AT ALL TIMES.

EMERGENCY SITUATIONS:

- A. MINOR ACCIDENTS
 - 1. NOTIFY OTHER GUARD THAT YOU WILL BE BUSY ATTENDING TO THE ACCIDENT (3 WHISTLES)
 - 2. EITHER APPLY IMMEDIATE FIRST AID ON THE SPORT OR ACCOMPANY THE INJURED PARTY TO THE GUARD ROOM FOR FIRST AID. FILL OUT AN ACCIDENT REPORT.
 - 3. RETURN TO YOUR STATION AS QUICKLY AS POSSIBLE.
- B. SIMPLE RESCUE
 - 1. BEFORE ENTERING THE WATER OR USING RESCUE EQUIPMENT, BLOW YOUR WHISTLE TO ALERT THE OTHER GUARDS.
 - 2. IF SEVERAL OTHER GUARDS ARE ON DUTY THEY SHOULD ASSUME YOUR POSITION.
- C. NEAR DROWNING OR SERIOUS ACCIDENT

1. BEFORE ENTERING THE WATER OR USING RESCUE EQUIPMENT, BLOW YOUR WHISTLE TO ALERT THE OTHER GUARDS.
2. IF THE GUARD CANNOT BLOW HIS WHISTLE BECAUSE OF TIME, ANOHTER GUARD SHOULD DO IT FOR THEM.
3. THE OTHER GUARDS MUST CLEAR THE POOL AND KEEP THE CROWD AWAY FROM THE VICTIM AND CALL 911.
4. CALL POOL MANAGER
5. FILL OUT ACCIDENT REPORT

MAINTENANCE DUTIES:

LIFEGUARD PERSONNEL ARE RESPONSIBLE FOR THE UPKEEP AND CLEANLINESS OF THE GENERAL POOL AREA.

A: DUTIES

1. KEEP THE POOL DECKS AND GROUNDS SURROUNDG THE POOL CLEAN.
2. KEEP POOL TILES CLEAN
3. KEEP BATHROOMS CLEAN AND SUPPLIED WITH TOILET PAPER AND PAPER TOWELS. CHECK THE BATHROOMS EVERY HALF HOUR. IF YOU SEE A GROUP OF SMALL KIDS GO INTO THE BATHROOM AT ONE TIME CHECK FOR VANDALISM.
4. EMPTY TRASH CANS WHEN THEY ARE ½ FULL. DON'T LET IT GET OUT OF CONTROL.
5. CHECK CHEMICALS AND FILL OUT LOG SHEETS.

PAY DAY

TIME CARDS:

1. TIME CARDS MUST BE KEPT AT THE POOL AT ALL TIMES. SUBS CAN TAKE THEIR CARDS WITH THEM. ALL TIME CARDS WILL BE CHECKED AND VERIFIED BY THE HEAD GUARD ON THE 15TH OR 30TH OR 31ST DEPENDING ON WHICH IS THE LAST DAY OF THE PAY PERIOD. IF YOUR TIME CARD IS NOT TURNED IN YOU WILL NOT GET A CHECK. HOURS CAN NOT BE CALLED IN; THEY HAVE TO BE REPORTED ON A TIME CARD. HEAD GUARDS WILL DELIVER TIME CARDS TO THE POOL MANAGER THE FINAL DAY OF THE PAY PERIOD. CHECKS WILL BE DISTRIBUTED ON THE 17TH OR THE 2ND DEPENDING ON THE END DATE FOR THE PAY PERIOD. ANYONE THAT TURNS IN A FALSIFIED TIME CARD WILL BE TERMINATED ON THE SPOT.
2. LIFEGUARDS ARE CONSIDERED BY THE STATE OF COLORADO TO BE SEASONAL EMPLOYEES AND ARE NOT ELGIBLE FOR OVERTIME PAY. IF YOU CHOOSE TO WORK MORE THAN 40 HOURS YOU WILL ONLY BE PAID YOUR REGULAR RATE.
3. **MY CELL PHONE NUMBER IS NOT TO BE GIVEN OUT TO ANYONE. THIS IS FOR STAFF AND EMERGENCIES ONLY. PLEASE GIVE ANYONE REQUESTING MY NUMBER THE PERFECT POOLS OFFICE NUMBER 303-795-1191.**
4. DO NOT CALL ME FOR SUBS THAT IS YOUR RESPONSIBILITY. WORK WITH YOUR HEAD GUARD ON ANY SCHEDULING PROBLEMS YOU MAY HAVE.
5. WHILE ON DUTY EVERYONE IS EXPECTED TO ACT IN A PROFESSIONAL MANNER. I EXPECT EVERYONE TO DO THEIR OWN JOB AND NOT WORRY ABOUT WHAT SOMEONE ELSE IS DOING. IF SOMEONE IS NOT PULLING THEIR LOAD REPORT IT TO THE HEAD GUARD.

BY SIGNING THIS CONTRACT YOU ARE ACCEPTING THE TERMS AND CONDITIONS OF EMPLOYMENT FOR PERFECT POOLS. VIOLATION OF THE TERMS AND CONDITIONS OF THIS CONTRACT WILL RESULT IN IMMEDIATE DISMISSAL OR SUSPENSION OF DUTY.

EMPLOYEE NAME _____

EMPLOYEE SIGNATURE _____

DATE _____

EMPLOYER SIGNATURE _____

